

**ANNEX A – Application Form**

Call for Proposal: WSSCC – Review of the status of the domestication of the human rights to water and sanitation, and measures to LNOB in WASH in eight (8) countries in Africa, Asia and the pan-European region

Project No: 12272-001

Case No.: GSA/WSSCC/WP01/2020/35

Deadline: **Thursday 9 April 2020 13:00PM** Geneva Local Time – Late submissions will not be accepted

Please submit your application by email only to the following individuals:

Enrico Moratore Aprosio; [Enrico.Muratore@wsscc.org](mailto:Enrico.Muratore@wsscc.org)

James Wicken; [james.wicken@wsscc.org](mailto:james.wicken@wsscc.org)

# Instructions

Please complete the form below and return via email only.

# Section 1: General Information

**1.1 Organisational Details**

|  |  |  |
| --- | --- | --- |
| **1** | **Full Legal Name of Entity – In UN Language** |  |
| **2** | **Full Legal Name of Entity – In Local Language** |  |
| **3** | **Mailing Address** |  |
| **4** | **Physical Office Address (If different from above)** |  |
| **5** | **Office Telephone Number (Please include country code)** |  |
| **6** | **Website Address (If applicable)** |  |
| **7** | **Social Media Link(s) (If applicable)** |  |
| **8** | **Contact Person, Name and Title** |  |
| **9** | **Contact Person, E-mail address** |  |
| **10** | **Contact Person, Phone number** |  |
| **11** | **Year organization was registered** |  |
| **12** | **Legal status of organization** |  |
| **13** | **Registration Number (or equivalent)** |  |
| **14** | **Tax ID Number (if applicable)** |  |

**1.2 Executive Officer**

|  |  |
| --- | --- |
| **Name (Family Name, Given Name)** |  |
| **Title** |  |
| **Email** |  |
| **Address** |  |
| **Phone Number with Country Code** |  |

**1.3 Project Contact**

Please list one individual with whom UNOPS/WSSCC could liaise regarding the project’s implementation, progress, data, timeline, and reports. You may add multiple contacts if necessary.

|  |  |
| --- | --- |
| **Name (Family Name, Given Name)** |  |
| **Title** |  |
| **Email** |  |
| **Address** |  |
| **Phone Number with Country Code** |  |

**1.4 Part H: Host(ing) Information**Do you intend to sub-grant funding to one or more organizations? If so, please explain and list names of sub-grantees if possible.

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| ***Organisation Name*** | ***Responsibilities of the Sub-Grantee*** |
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# Section 2: Organisational Capacity

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| Please elaborate on your organization’s qualifications and ability/experience managing grant-funded projects. |
| *Please ensure that your detailed response demonstrates all of the following:*   * + - 1. The entity has 10 years of experience in research       2. Capacity to propose a research team with the required qualifications and experience       3. Capacity and standard system to handle financial management/reporting of grant funds (finance/grant management staff available within organization).       4. Past performance working with development partners (e.g. UN and international NGOs) |
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# Section 3: Professional expertise and previous experience

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| Please elaborate on your proposed research team, their qualifications and ability/experience per Section 6 – Key Resources |
| *For the Research Team, please ensure that your detailed response demonstrates all of the following:*   * Copies of education certificates evidencing that the proposed team member meets the requirements set forth in Section 6 – Key Resources above * CVs and 2-pages cover letters * Lists of applicants’/ team members’ studies and publications * International experts: 1-2 sample publications/ reports of their authorship relevant to their current assignment * National experts: possibly 1-2 sample publications/report of the same nature. |
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# Section 4: Methodology and Approach

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| Please elaborate on your proposed methodology and approach, demonstrating understanding of the assignment, proposed roadmap for completing it, and proposed structure of the report |
| *Please ensure that your detailed response demonstrates all of the following:*   * Max 1.500 characters statement on how the Research Team will achieve the expected goal of the research programme. * Detailed roadmap and tentative chronological programme for delivering each output/ milestone and completing the assignment * Mapping of key WASH-related and LNOB actors at national and sub-regional levels. * Proposed structure of national reports and comparative review report. |
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# Section 5: Checklist & Statement of Assurances

*Prior to submission, please ensure that you have completed the following:*

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| --- | --- | --- |
| **No.** | **Description** |  |
| 1 | Annex A - Grant Application Form (Mandatory) |  |
| 2 | The last page of this document: Annex A – Grant Application Form, signed and scanned (PDF) (Mandatory) |  |
| 3 | Annex B - Grant Budget (MS Excel) (Mandatory) |  |
| 4 | Grant Budget Narrative (MS Word) (Recommended) |  |

*By signing this document, you attest that all statements made within this grant application form are true and accurate to the best of your abilities.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title of Executive Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Executive Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_